



**MINUTES OF THE FULL GOVERNING BODY MEETING**  
**Monday, 27<sup>th</sup> September 2021 at 6.15pm**  
**At the school**

**Participants:**

Lucy Ashby  
 Alison Bateman  
 Sara Bromfield  
 Rushabh Haria  
 Hannah Lockey  
 Joe Lowther

Michèle Marcus (Chair)  
 Jane Nicholls  
 Francis Neal  
 David Petrie  
 Helen Taylor  
 Dan Wells

Apologies:  
 Uel Barclay  
 Tanya Williams

Rebecca De'Ath (Clerk)  
 Lizzie Peterson, Anabel Evans (PTA) Item 4 only

***“Keep on loving one another as brothers and sisters.”*** (Hebrews 13:1)

**1. PRAYER**

The Vice -chair opened the meeting with a prayer to reflect the chosen verse for this meeting.

**3. WELCOME AND APOLOGIES FOR ABSENCE**

*[Clerk's note: item 2 would be taken out of order after the PTA presentation at item 4.]*

Governors were welcomed to the meeting. Lizzie Peterson and Anabel Evans were introduced to governors – as the Chair and Vice-chair of the Parent Teachers Association (PTA); they would be giving an update on their fundraising work.

Uel Barclay and Tanya Williams had sent their apologies for being unable to attend the meeting. The meeting was quorate.

**4. PRESENTATION FROM THE PTA EXECUTIVE (Lizzie Peterson and Anabel Evans)**

Fundraising figures were good, considering the effects of the pandemic, and the amount raised last year would be finalised shortly in time for the AGM. The amount raised over 2020-21 was £28,400. Over the last three years, income had been 42k, then £20k, and £29k last year. Main activities last year that were able to go ahead were:

- Sponsored Bounce (generating £8k)
- Summer Fair (generating £9k)
- Christmas tree sale (£3,500)
- Cauliflower Cards (£600)
- Christmas Fair (£500)
- Smartie Challenge (£2,500)

- Bake-off (£160)
- Art Work Sale (£740)
- Mufti Days (£500)
- Second hand uniform sale (£500)
- Balloon Race (£200)

The meeting was given a summary of the activities that had been organised, and the amounts raised. The Head teacher was thanked for making the work of the PTA easier.

*Joe Lowther arrived at 6.29pm*

Income last year had been spent on putting on the Christmas pantomime, books for the libraries, and a subscription for monthly Storytime magazines for each of the yr. 1-6 classes. This had cost:

- Putting on the Christmas Fair - £2000
- Pantomime - £160
- Turfing of outside Yr. 5 and 6 area - £32,000
- Annual Library book pledge - £700
- Set of quality texts for Yrs. 1-6 - £2000

The Movie Night organised for the end of the week was sold out, and other events arranged for this term were: a Chocolate Bingo, Quiz Night and Christmas Fair on December 4<sup>th</sup>. Next year would see a Race Night, Sponsored Bounce, Smartie Challenge, Bike Ride to Brighton + Fun Run, the Summer Fair, second hand uniform sales throughout the year, Mufti Days and a Movie Night each half-term. There was an idea for a Circus in the Spring, as well as putting on another Chocolate Bingo late next year.

*Helen Taylor arrived at 6.35pm*

Plans for expenditure this year were:

- Re-doing the Yr. 1 and 2 toilets
- Training a Forest School teacher
- Annual library pledge
- Annual Storytime Magazine pledge
- Further discussions with the head teacher to determine other areas to spend the remaining monies on.

Governors agreed that this was incredible work done in difficult circumstances, and the amounts raised were invaluable for supporting the school. They admired the PTA team's continued enthusiasm, and in particular for taking on a fourth term, and the Chair presented flowers to Lizzie and Anabel on behalf of the Governing Body.

*Francis Neal arrived at 6.40pm*

## **2. ELECTION OF FGB CHAIR AND VICE-CHAIR** *[taken out of agenda order]*

Michèle Marcus had volunteered to chair the FGB for another year; Dan Wells had volunteered to continue as Vice-chair. They were confirmed in these roles unanimously, and were thanked for stepping forward.

## **5. BUSINESS INTERESTS IN AGENDA ITEMS**

There were no business interests declared.

## **6. MINUTES OF THE LAST MEETING (5<sup>th</sup> July 2021)**

The minutes were approved as an accurate record.

## 7. MATTERS ARISING

Several actions from the previous meeting had been completed; those to be carried forward were: photos to be taken of Helen Taylor and Rushabh Haria for school lanyards and the school website **ACTION** Dave Petrie and Joe Lowther would draft a governors' self-evaluation questionnaire based on job descriptions in time for the FGB meeting in December. **ACTION**

## 8. HEAD TEACHER'S WRITTEN REPORT

The Head teacher explained that she had included a list of works completed over the Summer in her report that would not normally be routine, in order to address queries raised at the recent Resources meeting (e.g., maintenance update). Staff had returned to school at the start of term excited to be back and to welcome parents on-site. She summarised her report:

- Staffing – bad colds were going round the school, and some staff were off ill or having hospital treatments. New staff were settling in well.
- Year 6 had completed their residential trip; it was very successful and everyone had a wonderful time.
- There were 32 pupils in Reception; it had been hoped that this number might have increased since the start of school, but this was not so. There had been children joining other classes however.

Q: If you only have 32 pupils in Reception, over two classes, how will the Teachers be effectively deployed? Pupils are split into two distinct groups (they are all called Kingfishers), and the work they are given is varied across the two Teachers. The staffing model has been drawn up to ensure that the pupils have a strong teaching offering, and aims to ensure more fluid classes across Reception so that each class has a better balance of pupil needs. Lower pupil numbers means that one Teacher is able to help out with the Forest School, and the Early Years leader is still able to continue in her role as Maths Subject Leader across the school as she has more capacity than previously anticipated.

Governors agreed that a Reception intake of 32 pupils against a full capacity of 60 was worrying, and discussed the imbalance that was emerging across local schools in terms of admissions, and differing pictures in terms of Reception intake.

Q: We should look at how easy potential parents find our application process, and we need to ensure that the process is user-friendly from making contact to the school to arranging school tours etc, don't we? Yes; we are now doing real-live tours of the school, and parents are getting an enhanced "experience" in that our Early Years Leader is giving parents more time to be able to ask questions.

Governors discussed how to encourage more admissions applications, from making the website as attractive as possible, to overcoming the fact that the school was tucked down a side road that did not make it very visible to prospective parents and did not promote the attractive grounds at the back of the school. [Clerk's note: since this meeting, the school website now more explicitly explains how prospective parents can book a visit to the school.]

Q: Could we advertise in local magazines such as the "Richmond Magazine" and "Living In." This time last year we did look at putting a banner at the front of the school, and advertising on buses, and on petrol pumps, but some of this, like placing magazine adverts, was very expensive, and there is not much scope to do much else. We could do a targeted campaign at admissions time, but would need an advertising budget to take anything forward.

Governors discussed whether billboards might be a possibility (expensive art work required), changing the banner on the Upper Richmond Road, pursuing the promised pedestrian crossing, advertising via relocation/estate agencies that families from overseas might use, monitoring parents' perceptions of the school on Mumsnet, asking current parents why they chose Holy Trinity, the possibility of setting up Holy

Trinity Instagram or Facebook accounts to promote the school, and asking parents with the necessary marketing experience to help with marketing promotions.

It was agreed that although any advertising activities would cost money, the opportunity cost of not having all places filled at the school was a detriment that could not be ignored. The governing body required someone with marketing and social media experience to drive forward a marketing strategy to attract admissions to the school. A Co-opted governor with these skills might be the solution, and the Resources Committee undertook to take this forward. **ACTION**

*Joe Lowther left the meeting at 7.29pm*

The Head teacher was thanked for her report.

## **9. SCHOOL DEVELOPMENT PLAN (SDP)**

The Head teacher reported that the SDP for the forthcoming year was nearly complete; there were a few targets yet to be finalised. The Plan built on discussion at the July Steering Group meeting and actions suggested by the School Improvement Partner. Of note:

- The English Leads were in communication with the Local Authority, and actions for this subject would shortly be finalised.
- The Reading and Phonics curriculum had been overhauled at a national level, and involved a significant body of work by schools to ensure that their teaching and learning plans reflected national criteria.
- All Subject Leaders had appraisal targets in relation to their particular curriculum responsibilities, and all teachers had targets relating to building community and improving communication.

Q: There is no mention of governors' input in terms of monitoring the provision of teaching and learning via Link Governor visits to Subject Leaders, for example. Should the SDP include something on this? Yes, I will discuss this with the FGB Chair at our next meeting and add it in.

Q: I have received comments on the SDP from Tanya, our governor who could not attend tonight, who suggests whether there is scope for greater parent involvement in the covid-recovery strategy for the school. Parents might, for example, want to volunteer to come into school and hear pupils read. I have also picked up from the Resources Minutes and the PTA that there have been suggestions to involve parents in school at a BBQ spruce-up school day, for example. What are your thoughts on getting parents involved in covid catch-up initiatives? We have had one and a half years of the pandemic where parents have not been able to be involved in school life. I will research how many parent volunteers per year group we currently have coming in to school. New Teachers, once they have settled in, may also want to involve parents in support of pupils.

**ACTION**

The Head teacher concluded that she was awaiting a few more comments from members of staff, and then would be able to finalise the Plan for FGB approval in December. **ACTION**

## **10. INSTRUMENT OF GOVERNMENT - REVIEW**

Governors discussed the size of the Governing Body, and its composition of categories of governors, and agreed that the current level of 14 governors continued to be effective. The skills audit had demonstrated that there was a good breadth and depth of skills to meet governance responsibilities.

Q: Have we got the right skills? Should we recruit another governor who has marketing skills to help us tackle the issue of reduced admission applications for Reception entry? This is not a key strategic role and it would not support an argument to increase the governing body with a 15<sup>th</sup> governor. It would be possible however to co-opt a person with marketing/social media skills onto the FGB, who could sit on a committee and advise the governing body on how the school might conduct a marketing campaign. We could look to advertise this role across the school community.

Governors agreed that it would be forward-thinking of the governing body if it could make room for a person with marketing and social media skills. Governors suggested that such a role would need to link to someone on the FGB who could give them the appropriate strategic direction. It was agreed that the Resources Committee should discuss this at its next meeting (November) and should compile a person specification for the role which could be advertised in the school newsletter. (See action at item 8, above.)

## 11. FEEDBACK FROM RESOURCES COMMITTEE

The Resources Chair directed governors to the table on page 2 of the committee's minutes which summarised the current financial position of the school. Originally, it was predicted that the school would have a worsening deficit going forwards and would have to use a significant amount of money out of the Reserves and funds such as the Kingfisher donations to mitigate this, but at this early stage in the academic year there was a more positive picture emerging of a small surplus at the end of the year, and less use of discretionary funds (although the financial situation still needed careful monitoring.)

The committee had also had a good discussion about outstanding premises maintenance tasks.

Q: What is the picture in terms of national pay increased for Teachers and Support Staff? *National pay talks have not yet concluded, but it is looking likely that there will not be a cost-of-living increase for Teachers this year. Support Staff may be offered a 1.5% increase. A prudent view was taken when setting the budget, and provision has been made for pay awards that may be agreed.*

Q: What income are we receiving from parental donations? *We receive approximately £1k a month.*

## 12. CHAIR'S VERBAL REPORT

- **FGB Year Plan (2021-22):** Some changes had been made to the list of Subject Leader presentations that would be given to the FGB this year, and these had been incorporated into the Year Planner. Lee Reynolds would give a talk on Early Years reforms at the next FGB meeting. OFSTED training for governors was being reinstated, and in the Spring the SIP would give governors a 20-minute synopsis of the Education Inspection Framework process from a governance point of view. Governors were asked to attend similar more in-depth training if they were able to do so. *[Clerk's note: see AfC training booklet for EIF courses; next online courses are 14 Oct, or 15 Nov or 7 Feb, all 6.30-8.30pm via Zoom.]*
- **Committee membership:** Jane Nicholls had agreed to move to the Resources Committee to fill a vacancy there. She would be stepping down as Parent Governor at the end of December, and a parent governor election would therefore be arranged after this half-term. The Chair also emphasised that governors should not feel as if they were permanently assigned to their current committee; they were free to change committees if they wanted to get a feel for other areas. Finally, the membership of the Faith Group had changed and the list required updating. **ACTION**
- **Link Governors' Responsibilities:** see updated list on Governorhub
- **Governors' Declarations:** Governors had been asked to read "Keeping Children Safe in Education" and to declare on Governorhub that they had understood this guidance; also, to update their Business Interest declarations, and agree to the Code of Conduct and Acceptable Use Policy – again via Governorhub.
- **Subject Leaders' Presentations for the year:** see Year Plan, above.
- **Kingfisher Parental Donations:** (see Head's Report)
- **Governance Meeting Dates for 2021-22:** all dates were now confirmed.

### 13. GOVERNOR TRAINING

Most training for governors was still being conducted online; governors were urged to look at the Diocese and AfC course booklets and sign up for relevant training. In particular, to look at training for prospective Chairs and Vice-Chairs called "Leading in Governance". [Clerk's note: next courses are 30 Nov part 1 and 7 Dec part 2 both 6.30-8.30pm. Also Saturday 12 March 10-11.30am part 1 and 1-2.30pm part 2. All via Zoom.]

Governors would be able to join annual safeguarding training with school staff in January.

The annual Skills Audit would take place shortly and governors would be asked to update their earlier questionnaire. **ACTION**

### 14. ANY OTHER BUSINESS

No further matters were raised.

### 15. DATE OF NEXT FGB MEETING: Monday, 6<sup>th</sup> December 2021 at 6.15pm, at the school.

### 16. EVALUATION OF FGB MEETING (via hand-out questionnaire)

Governors were given evaluation sheets to fill in to record their views about the effectiveness of the meeting.

*The meeting closed at 20.00hrs*

*Attendance was 86%*

*Supporting meeting papers are electronically-filed on the GovernorHub web portal.*

Signed:

Date:

### SUMMARY OF ACTIONS

<b>Item 7.</b>	<u>Matters Arising:</u>  <b>Helen Taylor</b> and <b>Rushabh Haria</b> to arrange with Lucy Ashby to have their photos taken when next on site in the daytime.  <b>Dave Petrie</b> and <b>Joe Lowther</b> to draft a governors' self-evaluation questionnaire based on job description prior to FGB meeting in December.
<b>Item 8.</b>	<u>Head teacher's Report:</u>  <b>Clerk</b> to ensure that Resources Committee agenda for November captured the need for a Co-opted governor with Marketing/Social Media experience, and for a budget to be set for a marketing campaign.
<b>Item 9.</b>	<u>School Development Plan:</u>  <b>Head teacher</b> to add into the SDP mention of Link Governors monitoring roles via visits to Subject Leaders; <b>Clerk</b> to ensure that SDP Approval is on the agenda for the FGB meeting in December.

	<b>Head teacher</b> to ascertain how many parent volunteers are currently involved with each class.
<b>Item 12.</b>	<u>Chair's Report (Committee Membership):</u>  <b>Clerk</b> to update Faith Group list of members.
<b>Item 13.</b>	<u>Skills Audit:</u>  <b>Clerk</b> to ask governors to update their skills on the questionnaire.

**ANNEX 1**

**EVALUATION OF GOVERNORS’ DISCUSSIONS IN SUPPORT OF SCHOOL SDP PRIORITIES AND THE SCHOOL’S CHRISTIAN VISION**

<b>SDP Objective</b>	<b>Agenda Item</b>	<b>Discussion Topic</b>	<b>Impact On School Improvement</b>	<b>Linked Aspect of Vision</b>
Leadership & Management : Parents have opportunities to engage with the school...	Item 3.	PTA Presentation – PTA leaders invited to talk to the FGB about their fundraising activities.	Gives governors an opportunity to thank parents for their support of the school, and to be aware of income streams available to supplement existing school finances.	Loving one another
	Item 9.	SDP – Suggestions from governors as to how to involve parents more to support the school’s covid-recovery programme.	Will support the teaching and learning provision in school.	Loving learning; Loving one another
Leadership and management	Item 8.	Head teacher’s Report – governors suggested how the school might increase its admissions intake in future.	Reception classes could be filled, and the teaching model more effectively used.	Loving learning
		An idea was proposed for a Co-opted governor with marketing skills who could promote the school and attract applications.	Will enhance the skill set of the governing body in support of the school, and could lead to increased pupil numbers	Loving learning
	Item 9.	SDP - governors suggested items that could be included in the SDP to reflect governors’ visits to subject leaders.	More comprehensive SDP reflecting how teaching is challenged and supported.	Loving learning
	Item 11.	Resources Committee feedback – governors asked whether the budget took account of potential national pay awards.	Reassures governors that the budget assumptions are robust and that there will be funds available for pay awards if required.	Loving one another